



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 403.2

Job Title: **SENIOR COMPENSATION SPECIALIST**

Pay Grade: 22

GENERAL SUMMARY:

In the Salary Administration Division of the Human Resources Department, performs various complex professional duties involved in administering compensation and classification projects, such as researching compensation trends and practices, conducting salary surveys and job audits, analyzing costs associated with salary increases and writing job descriptions.

RESPONSIBILITIES:

- Serves in a lead capacity in maintaining and updating the City's automated job classification system.
- Conducts job analyses; reviews data gathered; writes and updates job descriptions.
- Conducts salary surveys; studies data collected; makes appropriate recommendations.
- Conducts job classification audits as requested.
- Participates in complex compensation-related special projects.
- Provides guidance to less experienced compensation professionals.
- Participates in formal training sessions for supervisors and human resources liaisons.
- May prepare management reports from mainframe data.
- Prepares automated reports and provides staff support in developing computer programs related to staffing and compensation.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Human Resources, Business Administration, Social Science, Liberal Arts or a related field.

EXPERIENCE:

Three years of professional experience in the area of compensation are required. Pertinent human resources experience at the professional level may be substituted for the education requirement on a year-for-year basis.

COMPLEXITY:

Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and precedents, and in adapting standard methods to fit facts and conditions.

IMPACT OF ACTIONS:

Errors could lead to moderate expenses and inconveniences. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SUPERVISION EXERCISED:

Direct Supervision:

Involves general scheduling and review of work as a "working supervisor" or lead person.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

PHYSICAL EFFORT:

The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Human Resources Technician
Human Resources Assistant
Compensation Specialist
Senior Compensation Specialist
Human Resources Supervisor
Human Resources Manager

Effective Date: October 1990

Revised Date: June 2000